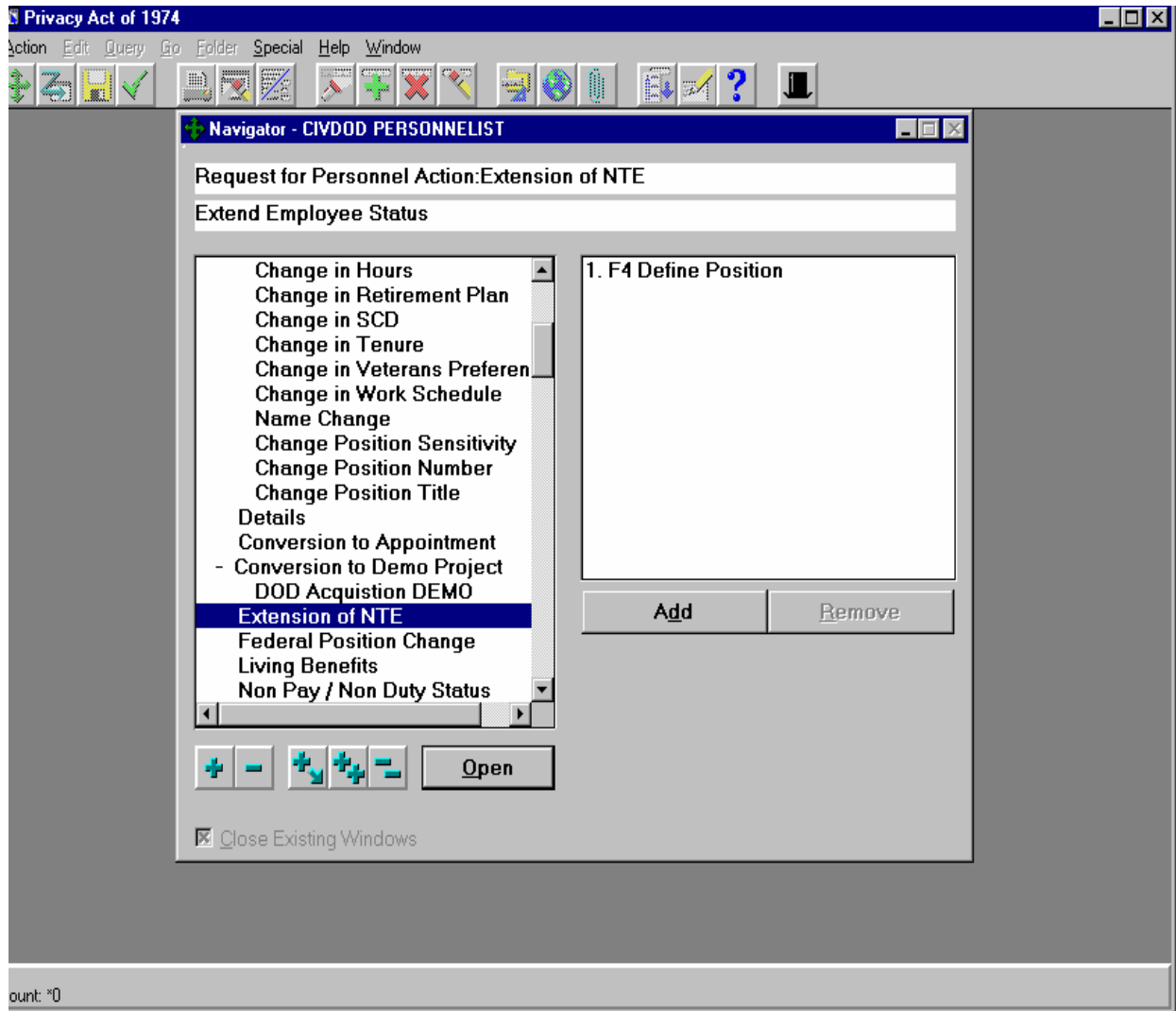# EXT OF TEMP APPT NTE

FROM THE NAVIGATION WINDOW SELECT EXTENSION OF NTE

IF THE NTE DATE FOR ORIGINAL POSITION HAS EXPIRED (PASS) DATE, YOU MUST FIRST GO TO CORRECTION AND CANCELLATION AND CANCEL THE 355 BEFORE DOING THE EXTENSION ACTION.

THE GENERATED RPA SCREEN

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Request for Personnel Action (Extension of NTE, Routing Group:AIR_FORCE)

Change Family | Refresh | Status | ‹ Prev Page 1 of 4 Next ›

PART A - Requesting Office

1 Actions Requested
Extension of NTE

2 Request Number

3 For Additional Information Call (Full Name) | Telephone Number | 4 Prop. Eff. Date | ASAP ☐

5 Action Requested By (Full Name) | Title | Request Date

6 Action Authorized By (Full Name) | Title | Concurrence Date

PART B - For Preparation of SF 50

1 Last Name | First Name | Middle Name

2 Social Security Number | 3 Date of Birth | 4 Effective Date

FIRST ACTION

5-A Code | 5-B Nature of Action

5-C Code | 5-D Legal Authority

5-E Code | 5-F Legal Authority

SECOND ACTION

6-A Code | 6-B Nature of Action

6-C Code | 6-D Legal Authority

6-E Code | 6-F Legal Authority

History | Extra Information | Person | Position | Others...

ount: *0

THE EFFECTIVE DATE MUST BE THE SAME DATE OF THE NTE DATE OF ORIGINAL APPT ACTION. INPUT THE APPROPRIATE NATURE OF ACTION AND THE SAME LEGAL AUTHORITY THAT WAS INPUT ON ORIGINAL ACTION.

ADD APPROPRIATE REMARKS

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Notifications Summary

Request for Personnel Action (Extension of NTE, Routing Group:AIR_FORCE)

Employee	SSN	Nature of Action	
TOES, TWINKLE E.	123-45-6789	Ext of Appt NTE 17-FE	‹ Prev Page 4 of 4 Next ›

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)

O Yes   O No

PART E - Employee Resignation/Retirement
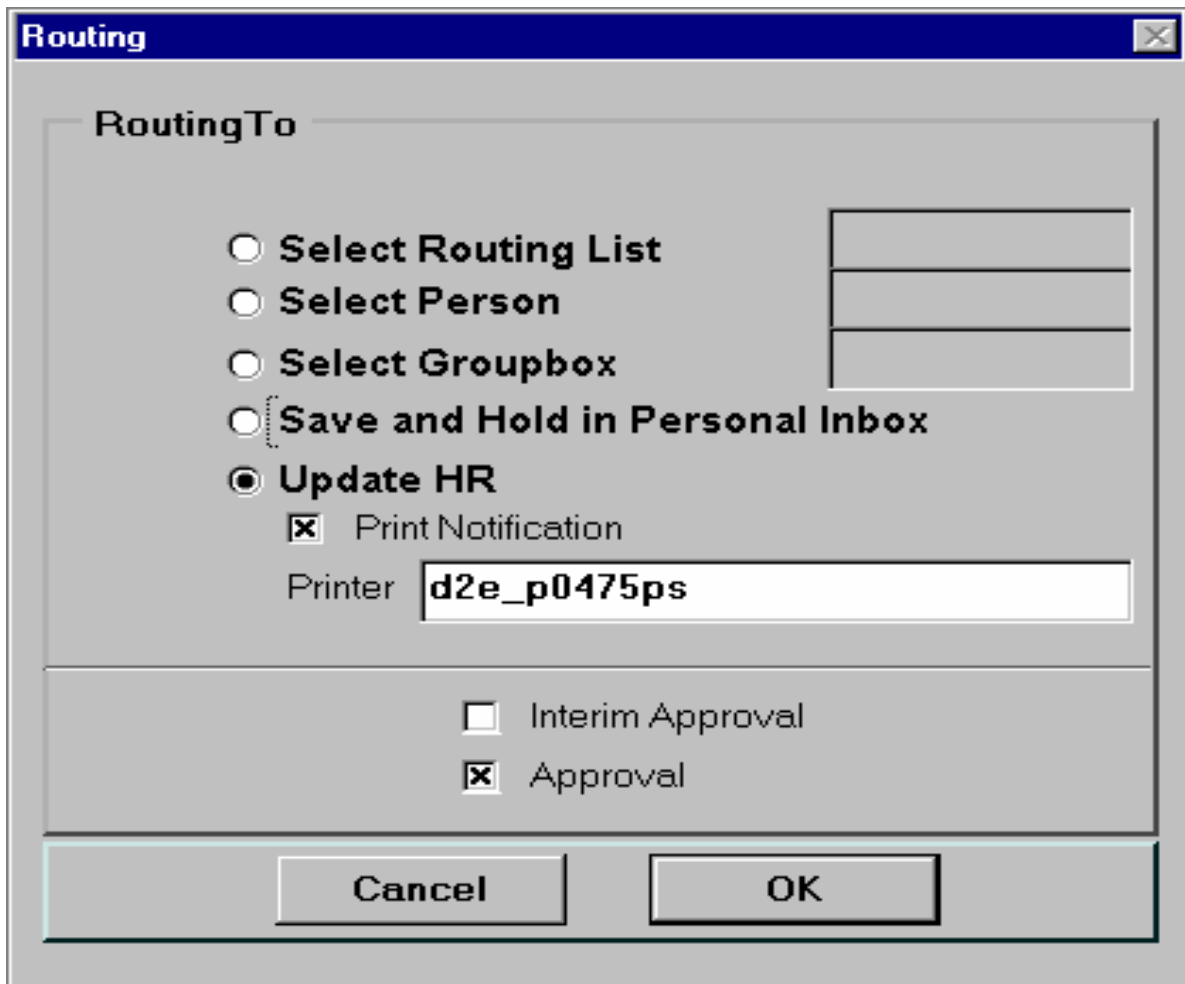
Reasons for Resignation/Retirement

Forwarding Address   City   State

Zip Code   Country

[   ]

PART F - Remarks for SF 50

Code	Description	Required
ZZZ	RPA NUMBER 02FEBAF0000000000812.	□
		□
		□
		□

ount: *0   ‹List›

UDATE HR, PLACE CURSOR IN THE UPSATE HR BOX, IT WILL GENERATE A X IN PRINT NOTIFICATION BOX. SLECT PRINTER AND WITH YOUR CURSOR, SELECT APPROVAL BOX.

Routing

RoutingTo

○ **Select Routing List**

○ **Select Person**

○ **Select Groupbox**

○ **Save and Hold in Personal Inbox**

⦿ **Update HR**

☒ Print Notification

Printer `d2e_p0475ps`

☐ Interim Approval

☒ Approval

Cancel   OK

THIS TRANSACTION COMPLETE MESSAGE WILL GENERATE WHEN THE ACTION UPDATES IN MODERN SYSTEM. IF THERE ARE ERRORS IT WILL LIST THE ERROR FOR YOU TO CORRECT.

THIS SHOWS THE ACTION HAS PROCESSED

FRM-40400: Transaction complete: 1 records applied and saved.

OK